

Dear [Hiring Manager's Name],

Thank you very much for offering me the position of [Job Title] at [Company Name]. I genuinely appreciate the time and effort you and your team dedicated to the interview process and for the valuable insights you shared about the company.

After careful consideration, I have decided to decline the offer. This was not an easy choice, as I hold [Company Name] in high regard and was impressed by the team and the projects discussed.

I wish you and your team continued success and hope to cross paths in the future. Thank you again for the offer and your understanding.

Sincerely,

[Your Name]

[Your Contact Information]